

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of August 28, 2007**

- I. **ROLL CALL:** Chair Jim Wilson, Trustees Samantha Baraw, Libby Hambleton, Thomas McCarney, and Richard Sutor. Also present were Bill Lyon (Superintendent of Public Works and Acting Manager), Kathleen Lott (*Northfield News & Transcript*), and Gretchen Dunn.

Chair Wilson called the meeting to order at 7:00 p.m.

II. **PUBLIC PARTICIPATION (Scheduled):**

- a. **Gretchen Dunn: Grapevine (Relocation Support Services).** Ms. Dunn is starting a new non-profit to help people in transition who are relocating to Vermont. This is the word-of-mouth resource – assisting in finding places to live, daycare services, contractors, etc.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **August 14, 2007 (Regular Meeting).** Motion by Trustee Hambleton, seconded by Trustee McCarney, to approve the minutes. **Motion passed 3-0-2, with Trustees Baraw and Sutor abstaining.**
2. **August 21, 2007 (Special Meeting).** Motion by Trustee Sutor, seconded by Trustee McCarney, to approve the minutes. **Motion passed 4-0-1, with Trustee Baraw abstaining.**

b. **Approval of Bills**

1. **Warrant #05-08.** Motion by Trustee Sutor, seconded by Trustee Hambleton, to approve Warrant #05-08 in the amount of \$22,080.25. **Motion passed 5-0-0.**

- c. **Approval of Dubois & King Contract (WWCS Evaluation & Mapping Update).** Last year, we included money to start this process. Sewers are seventy (70) years old and we've been inspecting them on a non-regular basis. This is a phased project; we're not planning the entire project now. Motion by Trustee Sutor, seconded by Trustee Hambleton, to authorize the Manager to sign the contract. Trustee McCarney is concerned with spending this amount at this time because of the upcoming projects. Trustee McCarney would also like to see this follow the purchasing policy and consider other engineering firms, as well. There's a question of the payment (within 15 days) which may not always happen with our warrant process. This should be sent out through an RFP. Trustee Sutor would agree that the project should be sent out through an RFP but does not share the concern of holding off on the project. Motion by Trustee Sutor, seconded by Trustee Baraw, to postpone the decision until the next meeting. **Motion passed 4-1-0, with Trustee McCarney voting in opposition.** The Board requested a memo from Superintendent Lyon to outline the reasons for not following the purchasing process.

- d. **Appointment of VSPC Voting Participant and Alternate.** There was a brief history provided regarding why a voting participant and alternate are being appointed. Previously, there had been situations where opinions were not considered because of a state of emergency. This committee was formed to avoid not including the opinions in the future. Motion by Trustee Sutor, seconded by Trustee McCarney, to appoint Manager Allard as the participant and Trustee Sutor as alternate. **Motion passed 5-0-0.**

- e. **Ordinance 2007-01 (Garvey Hill Road Stop Sign):** Motion by Trustee Sutor, seconded by Trustee Hambleton, to adopt the ordinance. The concern is if this was part of the Garvey Hill parking issue or if this was a separate issue. It was clarified that this was a separate issue but the discussion was triggered by the Garvey Hill Road parking issue. **Motion passed 5-0-0.**

- f. **Scheduling of Garvey Hill Site Visit (re: Parking):** The date suggested was Wednesday, September 12, 2007 at 6:30 p.m. at the soccer field. The Site Visit will include Fire Chief Peter Demasi, Ambulance Supervisor James Baraw, and Police Chief Jeffrey Shaw, who are to bring up their largest rigs. The rain date will be Thursday, September 13 2007 (same time).

IV. REPORTS

a. **Village Manager**

1. **King Street Substation.** The new transformer is at the East Street Substation but has not been hooked up yet.
2. **Old Dump (near the Wellfield).** The Inter-Local Agreement Committee has reviewed this matter as has Hydrogeologist Jeff Hoffer. Mr. Hoffer will present a proposal that will come before the Board. The proposal will be for test wells and samples will be taken from test wells to monitor levels. At this point, it appears that the proposal will be for three (3) test wells.
3. **MUNIS Software Crystal Reports.** The software has been ordered for the Northfield Electric Department.

b. **Committee Reports**

1. **Inter-Local Agreement Committee.** The Committee met recently and collected information on the old dump near the well field. When additional information is received, the committee will meet again and come forth with a recommendation.
2. **Merger Committee:** The Committee met last Monday (08/20/07). And the various subcommittees gave their reports. The Committee will move ahead; at the next meeting in September (09/10/07), they will be setting dates for public hearings.

c. **Miscellaneous**

1. **Special Village Meeting: September 25, 2007.** There will be a Special Meeting at 7:00 p.m. in the Community Room located in the Brown Public Library regarding the King Street Substation upgrade and the transfer of the old transformer to Norwich University. This is presuming that the Public Service Board gets their order out in time. If they do not, we will cancel the meeting and reschedule a later one.
2. **Efficiency Vermont Project update.** Efficiency Vermont will have a booth at the Labor Day festivities.
3. **Water Project update.** We recently received a letter from Rural Development regarding USDA funding for the project.

V. **PUBLIC PARTICIPATION (Unscheduled):** None.

VI. **ADJOURNMENT:** Motion by Trustee Suitor, seconded by Trustee Hambleton, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:28 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.